

Open Involuntary Bankruptcy Case

Instructions:

Step 1: Open Bankruptcy Case

Step 2: Upload Creditor Matrix (if available)

Step 3: To be done by the Clerk's Office

Step 1: Open bankruptcy case

Select *Bankruptcy*

Select *Open Involuntary Case*

Open case screen

Select appropriate chapter

Debtor Party screen

Search for a debtor

- Search by SSN, Last or Business Name to see if the debtor already exists in the system.
- View Party search results: If “No person found.” **Click** Create new party
If List of parties appears, you can select a name from the list if all the information displayed in the pop-up window matches your debtor. If not, **Click** Create new party

Create new party

- Use upper and lower case characters. Capitalize the first letter in a proper noun.
- Do not use punctuation
- Enter debtor last name (or if business, enter business name in last name field), first name, middle, generation (i.e. Sr, Jr)
- Enter entire Social Security Number (with hyphens) or Tax ID (if business)
- Enter mailing address (max three address lines), city, state and zip
- Select the **county** that the debtor resides
- Phone, fax and e-mail address are not necessary

Alias

- Enter Debtor alias (if any)

Attorney

- Do not add an attorney for the Debtor

Search for a petitioning creditor

- Search by SSN, Last or Business Name to see if the debtor already exists in the system.
- View Party search results: If “No person found.” **Click** Create new party
If List of parties appears, you can select a name from the list if all the information displayed in the pop-up window matches your debtor. If not, **Click** Create new party

Create new party

- Use upper and lower case characters. Capitalize the first letter in a proper noun.
- Do not use punctuation
- Enter debtor last name (or if business, enter business name in last name field), first name, middle, generation (i.e. Sr, Jr)
- Enter entire Social Security Number (with hyphens) or Tax ID (if business)
- Enter mailing address (max three address lines), city, state and zip
- Select the **county** that the debtor resides
- Phone, fax and e-mail address are not necessary

Continue Entering parties until all petitioning creditors have been entered

- Click *End petitioning creditor selection* when done.

Statistical Information screen

Prior filing in last 8 years

- yes or no

Fee Status

- Installment - An application to pay filing fee in installments will accompany the petition
Paid - Filing Fee paid in full
Fee not paid
IFP filing fee waived - An Application to Waive Chapter 7 Filing Fee (IFP) accompanies petition

Nature of Debt

- consumer or business

Asset notice

- ch 7 case - select NO
ch 11, 12 and 13 cases - select YES

Estimated number of creditors

- Select number range

Estimated assets

- Select dollar amount range

Estimated debts

- Select dollar amount range

Type of debtor - select appropriate debtor type

- Only select one debtor type

Nature of business

- If debtor is a business, select one business type

PDF screen

Browse, Verify and attach the correct pdf file

- Voluntary Petition
- Add attachments, if applicable

Payment screen

Note: pop up block software will prevent payment window from displaying. Disable or uninstall.

Select Payment option

- Pay Filing Fee Now
- Continue Filing (and pay later. Payment must be made within 24 hours)

If Pay Now option selected, the program will hyperlink with the US Treasury Electronic Fee Payment module.

- Select type of credit card
- Enter credit card number (Debit cards with Visa or MasterCard logo may be used also)
- Enter expiration date
- Submit - Wait for transaction completed screen to ensure proper payment.
- Close Window

Docket Text screen

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.

Step 2: Upload Creditor Matrix (if available)

Select *Bankruptcy*

Select *Upload a creditor matrix*

Enter Case Number

Browse, Verify and attach the correct .txt file

Step 3: To be done by the Clerk's Office

- Judge and Trustee Assignment
- Issue Summons